

New Jersey Department of Agriculture 2014 Specialty Crop Block Grant

Tentative Application Packet and Instructions

IMPORTANT NOTE:

The federal budget sequestration has caused a delay in the official announcement of the availability of funding for next year's Specialty Crop Block Grant program.

All Specialty Crop Block Grant Program applications are to be considered tentative pending the publication of the approval of the Notice of Funding Availability (NOFA) in the federal registry for the USDA's Specialty Crop Block Grant program.

Although the official budget allocation has not been made by the USDA they are encouraging State Departments of Agriculture to begin soliciting project proposals. At this time the USDA is expecting a 5.1% decrease in the availability of SCBG funding.

Program Purpose

On December 21, 2004, the Specialty Crops Competitiveness Act of 2004 authorized the Department of Agriculture (USDA) to provide state assistance for specialty crops. Under Section 101 of the statute, the USDA Secretary of Agriculture is directed to "make grants to be used by State Departments of Agriculture solely to enhance the competitiveness of specialty crops."

Specialty Crop Block Grant Funds (SCBG) can be requested to enhance the competitiveness of specialty crops. Specialty crops are defined as fruits and vegetables, tree nuts, dried fruits, and nursery crops including floriculture. (For a complete list of eligible crops see Attachment I.)

Examples of "enhancing the competitiveness" of specialty crops includes, but is not limited to: research, promotion, marketing, nutrition, trade enhancement, food safety, food security, plant health programs, education, "buy local" programs, increased consumption, increased innovation, improved efficiency and reduced costs of distribution systems, environmental concerns and conservation, product development, and developing cooperatives.

Commodity promotion councils, grower marketing cooperatives and other agricultural organizations are being encouraged to provide producer input to assist the New Jersey Department of Agriculture (NJDA) in the development of the 2014 Specialty Crop Block Grant program in New Jersey. Individual producers are not eligible to apply. Applicants must be a legal entity and have the legal capacity to contract. Applicants are strongly encouraged to provide a cash match for their projects.

Estimated Timeline:

April 30, 2013 - Specialty Crop Block Grant applications are due to the NJDA.

July 15, 2013 – The New Jersey Specialty Crop Block Grant application is due to the USDA.

November 1, 2013 - The grant awards should be announced.

December 15, 2013 – Grant contracts should be issued to the recipients by the NJDA

January 1, 2014 – Projects may commence once the contract is signed by both parties

September 29, 2016 – Project work must be completed

The above dates are estimates and may vary.

Range of Grant Funding Requests

Minimum \$10,000 Maximum - \$40,000. Depending on the total of funds requested the maximum grant size may be adjusted downward.

Award Process of Payment

Awarded SCBG funds will be processed by the NJDA once a memorandum of understanding is signed by both parties.

How to Complete the Application:

In compliance with the program's USDA guidelines, completed applications must consist of eleven sections of narrative explaining how the grant funds will be utilized to enhance the competitiveness of specialty crops. The industry application is also required to include a one page signed acknowledgement form for the use of the NJDA (see attachment II) and a list of the organization's officers and members must also be submitted with your grant application.

The style of presentation and length may vary depending on the nature of the project; however, the USDA suggests that individual project proposals should be between 3-6 pages in length. For all SCBG project proposals a standard USDA Specialty Crop Block Grant application format must be followed.

USDA Guidance Documents:

To provide guidance in the development of proposed projects the official USDA website for the Specialty Crop Block Grant program is located here;

<http://www.ams.usda.gov/AMSV1.0/ams.fetchTemplateData.do?template=TemplateN&navID=SpecialtyCropBlockGrant%20Program&rightNav1=SpecialtyCropBlockGrant%20Program&topNav=&leftNav=&page=SCBGP&resultType=&acct=fvgrntprg>

APPLICATION FORMAT:

In accordance with USDA guidelines please submit your application using the following format and including the following sections;

- 1) **Project Partner Organization:** Include the name of the organization and the contact information of the applicant (or lead agency in the case of multi-agency projects) administering the project along with address, name of contact person, phone, fax, and email address. This will be the partner organization with the New Jersey Department of Agriculture which will lead and execute the project.
- 2) **Project Title:** The title should adequately describe the project.
- 3) **Abstract:** Include a project abstract of 200 words or less. The project abstract must contain a summary of the proposed project suitable for dissemination to the public. It should be a self-contained description of the project and should contain a statement of objectives and methods to be employed.
- 4) **Project Purpose:**
The following questions shall be addressed in this section:
 - A) What is the specific issue, problem or need to be addressed by the project?
 - B) Why is the project important and timely?

C) What are the objectives of the project?

D) Does the project have the potential to enhance the competitiveness of non-specialty crops (ex: farmers market, general buy local, etc.)?

IF YES, describe the methods or processes the applicant will use to ensure all grant funds will solely enhance the competitiveness of eligible specialty crops. (Ex: using the registration process for a conference to ensure that only specialty crop farmers attend; matching 50 percent of the funds to cover a portion of the project that does not benefit specialty crops)

IF NO, then state that the project will solely enhance the competitiveness of specialty crops.

E) If the project builds on a previously funded SCBGP or SCBGP-FB project, then Describe how the projects differ from one another. Provide a summary (3 to 5 sentences per project) of the results of the completed work on this project, the long-term quantifiable effects of these results (especially as they impact on the specialty crop industry), and how this year's funding will supplement or build on previous funding from the SCBGP or SCBGP-FB.

F) Has the project been submitted to or funded by another Federal or State grant program?

IF NO, indicate that the project has not been submitted to another Federal or State grant program.

IF YES, identify which Federal and/or State grant program and describe how the project differs from and supplements efforts of the SCBGP-FB and the other Federal or State grant program rather than duplicates funding efforts. The SCBGP-FB will not fund duplicative projects.

5) Potential Impact:

This section shall show how the project potentially impacts the specialty crop industry and/or the public rather than a single organization, institution, or individual. The following questions should be answered:

A) Who are the specialty crop beneficiaries of the project?

B) How many specialty crop beneficiaries will be impacted?

C) How will the specialty crop beneficiaries be impacted by the project?

D) What is the potential economic impact of the project if available?

6) Expected Measurable Outcomes:

The following questions shall be answered in this section.

A) What is at least one distinct, quantifiable, and measurable outcome that directly and meaningfully supports the project's purpose and is of direct

importance to the intended beneficiaries? The measurable outcome, when possible, should include the following:

- 1) GOAL
- 2) PERFORMANCE MEASURE
- 3) BENCHMARK
- 4) TARGET

How will performance toward meeting the outcome(s) be monitored?

- a) What are your data sources for monitoring performance?
- b) How will data be collected? For example are you using a survey or questionnaire?

Examples of outcome measures may include, but are not limited to: per capita consumption, consumer awareness as a percent of target market reached, market penetration based on sales by geographic region, dollar value of exports, or web site hits. For research grants they may include generation of new knowledge, research quality, attainment of leadership in the field, or the development of human resources (e.g., providing opportunities for graduate students).

Steps to Developing Outcome Measures

Whenever possible, the outcomes should include a goal, performance measure, benchmark, and a target. The following four steps provide guidance on how to develop outcome measures.

1) Determine what the project will accomplish, i.e., the intended results of the project, generally expressed as a GOAL or OBJECTIVE.

Goals or objectives should be:

- A) Based on a needs analysis, realistic results you hope to achieve through the project activities.
- B) Be specific.
- C) Outcome-oriented. Outcome-oriented objectives identify the ultimate *result*, while the work plan activities identify *how* you intend to achieve the objectives. When developing outcome-oriented objectives, ask yourself “why” you are performing each grant activity; and specify not only what will be achieved, but also when those results will be achieved.

2) Figure out how to measure the results and select the PERFORMANCE MEASURE.

For each objective identified in step 1, select the performance measure. Performance measures are measures/indicators used to observe progress and measure actual results compared to expected results. They are usually expressed in quantifiable terms and should be objective and measurable (numeric values, percentages, scores and indices); although in certain circumstances qualitative measures are appropriate.

3) Determine the BENCHMARK for each measure and set TARGET goals for future performance.

For each measure identified in step 2, determine the benchmarks against which you will measure. Benchmarks are usually determined by researching past circumstances in the area you are trying to measure. As an alternative, you may use benchmarks established by third parties accepted as the standard-setters in your industry. If data does not exist, describe the lack of data. It may be appropriate in the first year to set vaguer targets, such as “improvement” where any increase represents outcome achievement, and set more concrete targets in subsequent years when benchmark data is available.

Use the benchmark data to set targets for the quantity of change expected. Targets may be framed in terms of:

- A) Absolute level of achievement (ex: feed 150 homeless people);
- B) Change in level of achievement (ex: feed 150 homeless people, 35 more than last year); or
- C) Change in relation to the scale of the problem (ex: feed 150 homeless people, approximately 10% of the city’s homeless population.)

If you are starting up a new project or trying new approaches remember that little or no measurable progress will be evident in the project start-up phase. This delay in seeing measurable results should be reflected in target-setting. When setting targets, you should take into account external factors that influence your success. You may have a grand ultimate goal, but you should view annual targets as small steps toward that ultimate goal.

You may also want to set stretch goals by using benchmarks as your targets. Benchmarks tell you how the rest of the industry is doing; when you gather data for benchmarks, you look at the results of other organizations serving your type(s) of customers, doing your type of work. In your plan, you may want to stick to a modest level of planned achievement and reserve your stretch goals for internal use. Another alternative is to include minimum and maximum targets in your application. For example, “We plan, at a minimum, for a 5% increase. However, we will strive for a 10% increase, which our data shows is possible if all external factors work in our favor and our new methodology yields the same results in the demonstration phase.”

4) Develop your performance monitoring plan or data collection plan.

Define who your data sources are and how the data will be collected. If the project involves a survey, provide some information about the nature of the questions that will be asked, the methodology to be used and the population to be surveyed. If a draft questionnaire is available, you may want to include a copy with the application. Outline how data gathered will be used to correct deficiencies and improve performance, both as it gathered and analyzed and in subsequent project periods. This data collection plan should be integrated into your work plan and budget. Define who your data sources are and how the data will be collected. If the project involves a survey, provide some information about the nature of the questions that will be asked, the methodology to be used and the population to be surveyed. If a draft questionnaire is available, you may want to include a copy with the application. Outline how data gathered will be used to correct

deficiencies and improve performance, both as it is gathered and analyzed and in subsequent project periods. This data collection plan should be integrated into your work plan and budget. When expected measurable outcomes are monitored outside the grant period, include the performance monitoring plan in the expected measureable outcomes section and indicate how monitoring will occur after the grant period ends without Specialty Crop Block Grant Program funding.

7) Work Plan:

The following questions shall be addressed in this section:

- 1) What activities are necessary to accomplish the project objectives?
 - A) When will your performance monitoring/data collection plan activity be accomplished?
 - B) How will outcomes measures be completed or measured inside the grant period?
 - C) Who will do the work of each activity? If collaborative arrangements or subcontracts are used, make sure you specify their role and responsibilities in performing project activities.

When will each activity be accomplished? Include timelines for accomplishing each activity. Make sure to include the month and year the project is scheduled to begin and end. **Projects may not exceed three years in length and must be completed by September 29, 2015.** The work plan section may be in any format you choose as long as it contains the appropriate information.

8) Budget Narrative: Although there is no specific format for the supplemental budget, the budget should contain a narrative in paragraph format for each project in order for AMS to determine the costs are reasonable and allowable. The budget narrative should clearly show the federal funds that support the project. If matching funds are budgeted, please do not commingle non-federal funds with federals in each budget section. If matching funds (not a requirement) are included in the State Plan, please show these funds separately.

Personnel

Persons employed by the grantee or sub-grantee organization should be listed in this category. Those employed elsewhere would be listed as subcontractors or consultants in the "Contractual" category.

In order for secretarial and clerical salaries to be allowable as direct charges to the awards, a justification of how that person will be directly involved in the project must be included in the narrative. General administrative or accounting duties are not considered acceptable. The duties must be directly related to the project plan.

A) For each project participant, indicate their title, percent of full time equivalents (FTE), and corresponding salary for the FTE.

B) Show the total for all SCBGP funded personnel

For example, if a project participant's salary is \$50,000 and they are participating 50% of their time on the project, the total budgeted salary cost would be \$25,000.

Fringe Benefits

- 1) Provide the rate of fringe benefits for each project participant's salary described in the personnel section.
- 2) Show the total for all SCBGP funded fringe benefits.

Travel

Please provide the following information in the narrative if applicable:

- 1) Destination;
- 2) Purpose of trip;
- 3) Number of trips;
- 4) Number of people traveling;
- 5) Number of days traveling;
- 6) Estimated airfare costs;
- 7) Estimated ground transportation costs;
- 8) Estimated lodging and meals costs; and
- 9) Estimated mileage rate and costs for the travel.

Show the total for all SCBGP funded travel.

Note: All travel expenses shall follow grant applicant's written travel policies or U.S. General Services Administration (GSA) rates at;
<http://www.gsa.gov/portal/category/100000>

Equipment

This category includes items of property having a useful life of more than one year and an acquisition cost of at least \$5,000. If the cost is under \$5,000, then include these items under supplies.

Provide an itemized list of equipment purchases or rentals, along with a brief narrative on the intended use of each equipment item, and the cost for all the equipment purchases or rentals. Show the total for all SCBGP funded equipment.

Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct and indirect charges.

➤ Capital Expenditures means expenditures for the acquisition cost of capital assets (equipment, buildings, land), or expenditures to make improvements to capital assets that materially increase their value or useful life. Acquisition cost means the cost of the asset including the cost to put it in place. Acquisition cost for equipment, for example, means the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, and protective in transit insurance, freight, and installation may be included in, or excluded from the acquisition cost in accordance with the governmental unit's regular accounting practices.

➤ General Purpose Equipment means equipment, which is not limited to research, scientific or other technical activities. Examples include office equipment and furnishings, telephone networks, information technology equipment and systems, reproduction and printing equipment, and motor vehicles.

➤ Equipment means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds \$5000. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5000 or more have the prior approval of AMS. (Note: Prior approval from AMS means that the special purpose equipment must be included in the State Plan, and the State Plan must receive approval from AMS. If special purpose equipment was not originally included in the approved State plan, then the grantee must request approval from AMS to purchase the equipment before utilizing grant funds.)

➤ Special Purpose Equipment means equipment which is used only for research, scientific, or other technical activities. Examples of special purpose equipment include microscopes, spectrometers, and equipment which are used for a single purpose to solely enhance the competitiveness of eligible specialty crops and benefit the specialty crop industry and not a particular commercial product or provide a profit to a single organization, institution, or individual.

Rental costs of buildings and equipment are allowable as direct costs.

Supplies

This is anything with acquisition cost under \$5,000 and could be anything from office supplies and software to educational or field supplies. For non-typical materials & supplies items, include a brief narrative of how this fits with the project.

Provide an itemized list and estimate the dollar amount for each item.

Show the total for all SCBGP funded supplies. For example, office supplies such as pens, paper, toner, etc. - \$500; Gardening supplies such as soil and fertilizer - \$500.

Items such as telephone, postage, fax and express mail are more appropriately listed under the "Other" category.

Contractual

Provide a short description of the services each contract covers.

Indicate if the cost is a flat rate fee or hourly rate and indicate the flat rate fee or hourly rate to be applied.

Provide a description of the steps you took to hire a contractor, which includes obtaining a cost/price analysis from at least three contractors who can perform the service. The purpose of the cost analysis is to review and evaluate each element of cost to determine reasonableness. (Please provide company name and contract amount for each analysis.)

OR

Due to the complexity or uniqueness of the project, the pool of available and qualified contractors is limited. Please outline the unique qualifications of the contractor.

List general categories of items the contract covers such as professional services, travel, lodging, indirect costs, etc. Show the total for all SCBG funded contractual.

If the contract is for service or maintenance, costs should be in direct correlation to the use of the equipment for the project (i.e., if a particular copy machine is used 50 percent

of the time for the project, the project should only be charged 50 percent of the service contract paid from Federal funds.)

Other

Provide a detailed description of all other direct costs such as:

Conferences/Meeting – Costs of holding a conference or meeting are included in this category. Some examples are the rental of facilities or equipment for the meeting. Details of costs for each conference or meeting should be broken out and provided in the budget.

When paying for the travel of a person to attend a conference, meals and lodging may be included in the cost without additional justification.

Meals may not be charged as project costs when individuals decide to go to lunch or dinner together when no need exists for continuity of a meeting. Such activity is considered to be an entertainment cost. In contrast, meals may be charged to the project when a justification is provided that such activity maintains the continuity of the meeting and to do otherwise will impose arduous conditions on the meeting participants. Some examples of acceptable justifications are that the conference facility is located in a remote area where public facilities are not accessible; there will be a speaker and business discussions during the meal; there is insufficient time available to allow participants to go out on their own. If one or more of these justifications cannot be met, or if there are no other acceptable and compelling reasons, then the meals should not be charged to the award. The attendees should be responsible for providing their own meals.

Breakfasts for conference attendees are usually considered unallowable as it is expected these individuals will have sufficient time to obtain this meal on their own before the conference begins in the morning.

Communications – Mailings, postage, express mail, faxes, and telephone long distance charges. Provide the estimated cost for this category.

Speaker/Trainer Fees – Provide the amount of the speaker's fees and a description of the services they are providing.

Publication Costs – Provide the estimated cost of printing of brochures and other program materials or scientific or technical journals as well as an estimate of the number of pieces to be printed/published.

Data collection – Provide the estimated cost of collecting performance data to measure the project outcome measures.

Indirect Charges

Indicate percent of indirect costs.

Show the total for all SCBGP-FB funded indirect charges. The limit on indirect costs will be published in a Federal Register notice each fiscal year. Indirect costs on the grant as a whole (including subprojects) should not exceed the limit published in the Federal Register notice each fiscal year. Indirect costs represent the expenses of doing business that are not readily identified with SCBGP but are necessary for the general operation of the organization and the implementation of SCBGP related

activities. These costs benefit more than one cost objective and cannot be readily identified with a particular final cost objective without effort disproportionate to the results achieved.

Common indirect costs include, but are not limited to: pre-award costs, proposal costs; depreciation or use allowances on buildings and equipment; costs of operating and maintaining facilities; general administration and general expenses; and personnel, legal, information technology, and accounting administration.

A cost may not be allocated as an indirect cost if it is also incurred as a direct cost for the same purpose and vice versa (personnel/contractual, travel, equipment, supplies, etc.)

Program Income

Indicate the nature or source of program income (i.e., registration fees).

Estimate the amount of program income. Describe how the income will be used to further enhance the competitiveness of specialty crops.

If program income is earned it may be used for 1) expanding the project or program; 2) continuing the project or program after the grant or sub grant support ends; and 3) supporting other projects or programs that further the broad objectives of the grant program. Program income may only be expended on allowable costs that solely enhance the competitiveness of specialty crops.

Sample Budget Narrative Format:

	Federal Funds	Non-Federal Funds	Total
<u>Personnel</u>			
Two Summer Student Assistants (Total of 32 weeks at 40 hrs. a week at \$11 per Hour = \$ 14,080)	\$ 14,080		\$ 14,080
<u>Fringe Benefits</u> (7.5% of hourly wages)	\$ 1,042		\$ 1,042
<u>Travel and Fees</u>			
Mileage		\$ 2,000	\$ 2,000
<u>Equipment</u>			
Special Purpose Equipment (Sprayer)	\$ 7,066	\$ 7,066	\$14,132
<u>Supplies</u>			
Materials and Supplies		\$ 1,000	\$ 1,000
<u>Contractual</u>			
Trainer Fee (3 sessions @ \$1,500 each)	\$ 4,500		
Printing Promotional Materials	\$ 1,800		
Farmer Speaker Fees (6 times \$750)	\$ 4,500		
WebEx Meeting Center	\$ 600		
Data Collection – Rutgers Coop. Extension	\$ 5,000		
Subtotal			\$16,400
<u>Construction</u>			
<u>Other</u>			
Direct Charges (sum of the above)	\$ 38,588	\$ 10,066	\$48,654
<u>In-Direct Charges</u>			
TOTAL	\$ 38,588	\$ 10,066	\$48,654

Acceptable Expenses

The grant program WILL cover the following expenses:

- Promotional materials and expenses
- Consultant fees
- Travel expenses (coach airfare and state per diem and mileage rates)
- Equipment (lease/rental)
- Subcontractors
- Supplies and materials
- Data processing
- Bookkeeping and clerical
- Telephone calls associated with the project

The Program will NOT fund the following expenses:

- Wages, salaries, and fringe benefits for an existing position
- Substituting existing efforts already funded
- Replacing funding to a recently cut or defunded program or project
- Purchase of land or buildings
- Business entertainment or business gifts
- Lobbying or political efforts
- Paying off existing debt

9) Project Partner Oversight:

If this is a project administered by an organization other than the state department of agriculture, this section shall include the project partner's oversight plan. The following questions and information should be addressed in this section:

Who or what organization will oversee the project activities?

How will oversight be performed? For example, will weekly or monthly meetings be held to discuss performance toward the completion of the project?

10) Project Commitment:

Provide the following information in this section:

What specialty crop stakeholders outside the lead organization support this project and how?

How will all project stakeholders work toward the goals and outcomes of the project?

11) Multi-State Projects:

Provide the following information in this section if the project is a multi-state project:

Which other states are participating?

How will all States collaborate effectively?

Has each state participating in the project submitted the project in their State plan?

Which State is taking the coordinating role and responsible for performance reporting?

What percent of the budget is covered by each State?

12) Organizational Membership:

For the use of the NJDA a list of the organization's officers and members must be submitted with your grant application. If no membership list is maintained, or the number of

membership exceeds one hundred, than a list of the current and past officers for the two previous years can be substituted.

13) Acknowledgement:

See Attachment II. The Acknowledgement must be signed by the authorized representative(s) of the proposing organization and submitted via hard copy or fax to the New Jersey Department of Agriculture by the **April 30, 2013 deadline**.

PROJECT SELECTION PROCESS

Applications will be reviewed by NJDA staff for program compliance and assigned a point score by a grants review committee. The grants review committee will then submit funding recommendations to the New Jersey Secretary of Agriculture, who will make the final awards.

These applications do not need to be professionally written; the content of the proposal is more important than the style in which it is written.

The Following Criteria will be considered in the Project Selection and Budget Allocation process;

- 1) Does the project represent a new approach to existing challenges, efforts to develop new markets or otherwise innovative projects not previously developed?
- 2) Does the projects have a clear identifiable goals and demonstrates tangible benefits for the industry segment and for New Jersey's overall food and agriculture economy.
- 3) Does the project increases the sales of New Jersey grown or manufactured food and agriculture products, Including:
 - ☐ Increasing the volume of products sold
 - ☐ Increasing the price of products sold
 - ☐ Increasing the market share of products sold

Please note that the size of the industry will be taken into consideration. For example, a \$10,000 increase in sales could have a more significant impact in a smaller industry than a larger one.
- 4) Does the project addresses a challenge or opportunity, fits into the overall marketing plan of the industry sector, and adds to its overall marketing strategy.
- 5) Does the project have clear criteria by which to evaluate the success of the project? Goals and expected outcomes should be verifiable, measurable and realistic for the scope of the project.
- 6) Does the project have a high probability of achieving its goals?
- 7) Does the project have strong industry support?
- 8) Does the project benefit the maximum number of producers in the industry sector?
- 9) Does the project demonstrate commitment in the form of in-kind time, resources, or other means?

Reporting Requirements:

The following reports are required by the USDA's Specialty Crop Block Grant Program;

Annual Performance Reports. For projects lasting longer than one year, grantees shall submit an annual performance report to NJDA. Annual performance reports shall include the following: a brief summary of activities performed, targets, and/or performance goals achieved during the reporting period; any unexpected delays or impediments as well as favorable or unusual developments; work to be performed during the next reporting period; and a comment on the level of grant funds expended.

Final Report. Final reports will be submitted to NJDA. Final reports will include the following: an outline of the issue, problem, interest, or need for the project; how the issue or problem was approached via the project; how the goals of the project were achieved; results, conclusions, and lessons learned from the project; how progress has been made to achieve long term outcome measures for the project; and any other notable information. At the conclusion of the project, any balance of unobligated grant funds advanced to the grantee must be immediately returned to NJDA.

Allowing for reasonable advance notice of no less than two weeks the NJDA SCBG manager, or staff, shall be allowed to conduct an annual site visit with the sub-grantees. The site visits are intended to review project progress and, where appropriate, assist in proper record keeping. The SCBG manager, or staff, will maintain a record of the visits in their files.

Failure to comply with reporting requirements will automatically render a sub-grantee organization ineligible for any additional Specialty Crop Block Grant Funding.

Following a minimum of three requests for the same information from the New Jersey Department of Agriculture any sub-grantee that has not meet all of the requested reporting requirement within six months of the end of the grant period will be required to return 100% of the grant amount to the USDA.

Application Process Applications must be submitted in e-mail and a hard copy postmarked no later than **April 30, 2013**. The e-mail version of the application, preferably in Microsoft Word format, is required. Applications can also be sent on the application due date if the e-mail version and a faxed hard copy of the application, with the signed acknowledgement form, is received on or before April 30, 2013 via the fax number below.

Send completed applications to:

Logan Brown
Economic Development Representative
New Jersey Department of Agriculture
369 S. Warren and Market Streets
Trenton, NJ 08625
E-mail logan.brown@ag.state.nj.us
PH: 609 292-8856
Fax: 609 341-3212

The New Jersey Department of Agriculture reserves the right to deny any or all proposals received; request additional information on project proposals; recommend partial funding for proposals that may be less than the amount requested in the grant application; and link the release of project funds to completion of necessary, timely progress reports. All grant funding is subject to the availability and receipt of federal funds.

ATTACHMENT I.

Eligible Specialty Crops

Commonly recognized fruits, vegetables, tree nuts, dried fruits, and nursery crops
(including floriculture)

Algae	Hops
Chickpeas	Kava
Christmas trees	Lavender
Cocoa	Lentils
Coffee	Maple syrup
Cut flowers	Mushrooms
Dry edible beans	Organic fruits and vegetables
Dry peas	Peppermint
Foliage	Potatoes
Fruits, including grapes for wine	Seaweed
Garlic	Spearmint
Ginger root	Sweet Corn
Ginseng	Sweet Sorghum for human consumption
Herbs	Vanilla
Honey	Vegetables and Vegetable seeds

Ineligible Commodities

Cotton and cottonseed
Feed crops such as barley, corn, hay, oats, sorghum grain, millet, alfalfa
Flaxseed
Food grains such as rice, rye, wheat
Livestock and dairy products, including eggs
Marine or fresh water aquaculture
Oil crops such as peanut, soybean, sunflower, safflower, rapeseed, canola, mustard seed, evening
primrose, borage
Peanuts
Range grasses
Sugar beets
Sod
Sugar beets
Sugarcane
Tobacco
Tofu

ATTACHMENT II.

Acknowledgement

I/we the undersigned applicants, _____ of
(Organization name/names)

_____, New Jersey, hereby apply for Specialty Crop Block Grant Program
(City/cities)

Funds under the terms and conditions of the New Jersey Department of Agriculture (NJDA) and the
United States Department of Agriculture, in the amount of \$ _____.
(Amount requested)

The undersigned hereby warrants to the State of New Jersey that to the best of my/our knowledge, all information presented in this grant application is factual and true; that I/we understand that if this proposal is funded, I/we will be required to sign a grant agreement and other necessary documentation containing terms and conditions upon which funds will be released; and that I/we understand that I/we will be required to submit progress reports (quarterly and annually) and a final report at the completion of the project as a condition to participating in this grant program. All grant funding is subject to the availability and receipt of federal funds by the New Jersey Department of Agriculture.

The undersigned understands that the selection will be determined by NJDA based on criteria designed to enhance the competitiveness of specialty crops in New Jersey. The undersigned understands, due to the availability of a limited supply of funds, that every qualifying project may not be approved or receive funding and that approved projects may be funded in whole or part.

Signed: _____ Date: _____

Print: _____ Title: _____